

## Microsoft Access 2007 Intermediate

1 Day

### Description

This course builds on the skills and concepts taught in Access 2007: Basic. Students will learn how to normalize data; work with Lookup fields and subdatasheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts.

### Prerequisites

Access 2007 Basic or equivalent experience.

### Microsoft Certification

This course will help students prepare for the Access 2007 exam (77-605). For comprehensive certification training, students should complete Access 2007: Basic, Intermediate, and Advanced.

### Course Outline

#### Unit 1: Relational databases

- Database normalization
- Relating tables
- Implementing referential integrity

#### Unit 2: Related tables

- Lookup fields
- Modifying lookup fields
- Subdatasheets

#### Unit 3: Complex queries

- Joining tables in queries
- Calculated fields
- Summarizing and grouping values

#### Unit 4: Advanced form design

- Adding unbound controls
- Adding Graphics
- Adding calculated values
- Adding combo boxes
- Advanced form types

#### Unit 5: Reports and printing

- Customized headers and footers
- Adding calculated values
- Printing
- Labels

#### Unit 6: Charts

- Charts in forms
- Charts in reports

#### Unit 7: PivotTables and PivotCharts

- PivotTables
- Modifying PivotTables
- PivotCharts
- PivotTable forms